

26 February 1993

MEDICAL SERVICES

1. **Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume within the Medical Services function.
2. **Authority.** AFR 35, 55, 67, 16X series; ANGR 55, 67, 16X directives; and all applicable gaining command supplements contain command policy and procedural guidance for the Medical Services work center. This ANGMS is developed in accordance with procedures contained in AFR 25-5, 16 May 88.
3. **Applicability.** This standard applies to the Combat Readiness Training Center, Gulfport MS, Medical Services Work Center. This standard applies only to peacetime operations.
4. **Standard Data:**
 - a. **Classification.** Type III.
 - b. **Approval Date.** 20 Nov 92.
 - c. **Manpower Data Source.** N/A.
 - d. **Standard Manpower Equation.** $Y = 1$ (Constant Manpower).
 - e. **Workload Factors.** N/A.
5. **Application Instructions.** This work center requires constant manpower of one (1). No other application instructions apply.
6. **Statement of Conditions.** The normal hours of operation for this work center are 8 hours per day, 5 days per week. There are no other standard of living constraints that impact the daily operation of this work center.

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2 Attachments
1. **Work Center Description**
2. **Standard Manpower Table**

WORK CENTER DESCRIPTION**Medical Services****DIRECT:****1. MANAGEMENT:****1.1. PROVIDES TECHNICAL MEDICAL BRIEFING AND ASSISTANCE:****1.1.1. BRIEFS AND ASSISTS THE COMMANDER.****1.1.2. BRIEFS AND ASSISTS SUPPORTED UNIT.****1.1.3. BRIEFS AND ASSISTS WORK CENTER SUPERVISOR.****1.1.4. BRIEFS INDIVIDUAL.****1.1.5. BRIEFS INSPECTION TEAM.****1.2. MANAGES FULL-TIME HEALTH PROGRAM FOR SUPPORTED UNIT:****1.2.1. ADMINISTERS BASE OCCUPATIONAL HEALTH PROGRAM:****1.2.1.1. FINALIZES OCCUPATIONAL HEALTH FORM.****1.2.1.2. CONSULTS WITH BIOENVIRONMENTAL TECHNICIAN.** Identifies problem and coordinates resolution.**1.2.1.3. INFORMS COMMANDER AND/OR OTHER OFFICIAL ON OCCUPATIONAL HEALTH MATTERS.****1.2.2. ADMINISTERS SAFETY PROGRAM:****1.2.2.1. DISSEMINATES SAFETY PROGRAM INFORMATION.****1.2.2.2. CONDUCTS FACILITY SAFETY INSPECTION.****1.2.2.3. REPORTS SAFETY VIOLATION.****1.2.2.4. COMPLETES CORRECTIVE ACTION.****1.2.2.5. SCHEDULES SAFETY TRAINING.****1.2.3. ADMINISTERS FORMAL MEDICAL AGREEMENT.** Coordinates/negotiates with civilian community, hospital director, hospital administrator, county coroner, and/or medical treatment facility.**1.2.3.1. DEVELOPS MUTUAL AID AGREEMENT.****1.2.3.2. COORDINATES INTER-SERVICE AGREEMENT.****1.2.3.3. COORDINATES HOST TENANT SUPPORT AGREEMENT.****1.3. DEVELOPS/COORDINATES DISASTER RESPONSE PLAN:****1.3.1. DEVELOPS MEDICAL DISASTER RESPONSE PLAN.****1.3.2. REVIEWS BASE DISASTER RESPONSE PLAN.****1.4. COORDINATES EMERGENCY MEDICAL RESPONSE/EXERCISE:****1.4.1. DISPATCHES REPRESENTATIVE TO COMMAND POST.****1.4.2. NOTIFIES SUPPORT AGENCY.**

1.4.3. PARTICIPATES IN ACCIDENT/INCIDENT INVESTIGATION.

1.5. PREPARES MEDICAL REPORT:

1.5.1. PREPARES PHYSICAL EXAM COMPLIANCE RATE REPORT.

1.5.2. PREPARES IMMUNIZATION COMPLIANCE RATE REPORT.

1.5.3. PREPARES HUMAN IMMUNODEFICIENCY VIRUS (HIV) COMPLIANCE REPORT.

1.5.4. PREPARES DRUG TESTING REPORT.

1.5.5. PREPARES MEDICAL SERVICE WORKLOAD REPORT.

1.5.6. PREPARES STATE REQUIRED REPORT.

1.6. INVESTIGATES INQUIRY. Researches, compiles information, and generates response to inquiry.

1.6.1. RESPONDS TO CONGRESSIONAL INQUIRY.

1.6.2. RESPONDS TO BOARD OF CORRECTION OF MILITARY RECORDS INQUIRY.

1.6.3. RESPONDS TO INSPECTOR GENERAL INVESTIGATION.

1.6.4. RESPONDS TO STATE INQUIRY.

1.6.5. RESPONDS TO ANGRC/SG INQUIRY.

1.7. MANAGES DRUG TESTING PROGRAM. Manages medical component of military and civilian drug testing program.

1.7.1. FORWARDS SPECIMEN FOLLOWING CHAIN OF CUSTODY PROCEDURE.

1.7.2. REVIEWS AND DISTRIBUTES LAB TESTING REPORT.

1.7.3. PREPARES SUMMARY REPORT OF TESTING RESULT.

1.7.4. PREPARES DOCUMENTATION PACKAGE FOR POSITIVE CASE.

1.7.5. SCHEDULES INDIVIDUAL TESTED POSITIVE FOR MEDICAL CONSULTATION.

1.7.6. PROVIDES MEDICAL EXPERTISE TO ADMINISTRATIVE DISCHARGE BOARD.

1.8. COORDINATES EMPLOYEE HEALTH AWARENESS PROGRAM. Coordinates employee involvement by identifying employee need, scope of involvement, and obtaining recommendation for intervention.

1.9. CONDUCTS SELF-INSPECTION PROGRAM. Maintains written record of self-inspection in accordance with (IAW) ANGR 168-4, Administration of Medical Activities, and AFR 123-1, The Inspection System.

1.10. RESPONDS TO HEALTH SERVICES READINESS INSPECTION (HSRI).

2. PHYSICAL EXAMINATION:

2.1. SCHEDULES PHYSICAL EXAMINATION:

2.1.1. REVIEWS COMPUTER LISTING FOR ACCURACY.

2.1.2. COORDINATES WITH UNIT. Coordinates with unit to reschedule incomplete and/or overdue physical examination.

2.1.3. PREPARES SCHEDULE.

2.1.4. DISTRIBUTES SCHEDULE.

2.1.5. PREPARES/DISTRIBUTES INDIVIDUAL PHYSICAL EXAMINATION PACKET.

2.1.6. PREPARES COMPLIANCE RATE REPORT.

2.1.7. REVIEWS COMPLETED EXAMINATION.

2.1.8. REVIEWS MILITARY ENTRANCE PROCESSING STATION (MEPS) PHYSICAL.

2.1.9. PREPARES COMPLETED PHYSICAL EXAMINATION IN FINAL FORM:

2.1.9.1. PREPARES ENLISTMENT PHYSICAL.

2.1.9.2. PREPARES COMMISSIONING PHYSICAL.

2.1.9.3. PREPARES FLYING CLASS I/IA PHYSICAL.

2.1.9.4. PREPARES FLYING CLASS II PHYSICAL.

2.1.9.5. PREPARES FLYING CLASS III PHYSICAL.

2.1.9.6. PREPARES INTERIM FLYING PHYSICAL.

2.1.9.7. PREPARES PERIODIC PHYSICAL.

2.1.9.8. PREPARES MEDICAL EVALUATION BOARD (MEB) PHYSICAL.

2.1.9.9. PREPARES PHYSICAL WAIVER DOCUMENTATION FOR SUBMISSION.

2.1.9.10. PREPARES PREPLACEMENT PHYSICAL.

2.1.10. REPORTS COMPLETED PHYSICAL EXAMINATION ACTION, INCLUDING HIV RESULT, TO CONSOLIDATED BASE PERSONNEL OFFICE (CBPO).

2.1.11. FILES COMPLETED EXAMINATION IN MEDICAL RECORD.

2.2. PERFORMS PARAPROFESSIONAL TASK ASSOCIATED WITH PHYSICAL EXAMINATION/STANDARD:

2.2.1. PREPARES EXAMINATION ROOM.

2.2.2. TAKES HEIGHT, WEIGHT, BLOOD PRESSURE, AND/OR PULSE.

2.2.3. PERFORMS BODY FAT MEASUREMENT (BFM).

2.2.4. CHECKS PROFILE FACTOR.

2.2.5. PERFORMS ELECTROCARDIOGRAM (EKG) TEST.

2.2.6. PERFORMS VISION SCREENING TEST.

2.2.7. PERFORMS HEARING TEST.

2.2.8. PERFORMS PULMONARY FUNCTION TEST.

2.2.9. PERFORMS LABORATORY STUDY. Obtains specimen and performs laboratory study associated with clinical indicator/physical exam.

2.2.10. PROCESSES BLOOD SAMPLE:

2.2.10.1. DRAWS BLOOD FROM PATIENT.

2.2.10.2. PREPARES SPECIMEN FOR SHIPMENT.

2.2.10.3. PREPARES SHIPPING DOCUMENTATION.

2.2.10.4. TRAVELS FOR SPECIMEN DELIVERY AND PICK UP.

2.2.10.5. REVIEWS RESULT FOR ACCURACY.

2.2.11. REVIEWS/DOCUMENTS PAPANICOLAOU (PAP) SMEAR RESULT.

2.2.12. PERFORMS PREGNANCY TEST.

2.2.13. ENTERS TEST RESULT INFORMATION IN MEDICAL RECORD.

2.3. PROCESSES AF FORM 895, MEDICAL CERTIFICATION:

2.3.1. REVIEWS COMPUTER LISTING.

2.3.2. FORWARDS TO AFFECTED PERSONNEL FOR COMPLETION.

2.3.3. REVIEWS COMPLETED FORM.

2.3.4. COMPLETES FOLLOW-UP ACTION TO POSITIVE RESPONSE.

2.3.5. FILES COMPLETED MEDICAL CERTIFICATION.

2.4. SCHEDULES IMMUNIZATION:

2.4.1. REVIEWS AUTOMATED LISTING FOR DUE/OVERDUE IMMUNIZATION.

2.4.2. REFERS UPDATED ROSTER TO AFFECTED ORGANIZATION.

2.4.3. INSURES COMPLIANCE WITH CURRENT IMMUNIZATION REQUIREMENT.

2.4.4. ADMINISTERS IMMUNIZATION.

2.4.5. PREPARES UPDATED IMMUNIZATION RECORD.

2.5. PROCESSES ORDER FOR SPECTACLES. Processes DD Form 771, Eyewear Prescription, for aviation spectacles, safety glasses, and protective mask insert.

2.5.1. IDENTIFIES PERSONNEL AUTHORIZED SPECTACLES.

2.5.2. REVIEWS DD FORM 771.

2.5.3. OBLIGATES FUNDS FOR PROCUREMENT OF SPECTACLES.

2.5.4. FORWARDS REQUEST TO OPTICAL LAB.

2.5.5. RECEIVES SPECTACLES, COMPARES TO REQUISITION, AND AUTHORIZES PAYMENT FOR SERVICE RECEIVED.

2.5.6. ISSUES SPECTACLES.

2.5.7. DOCUMENTS AND FILES TRANSACTION.

3. MEDICAL CARE:

3.1. PERFORMS LINE OF DUTY (LOD) DETERMINATION:

3.1.1. IDENTIFIES PERSONNEL REQUIRING LOD TREATMENT.

3.1.2. INVESTIGATES INCIDENT.

3.1.3. DETERMINES INCAPACITATION STATUS.

3.1.4. CONSULTS WITH PHYSICIAN.

3.1.5. PREPARES LOD REPORT.

3.1.6. COORDINATES WITH AFFECTED AGENCY.

3.1.7. INSURES PATIENT RECEIVES AUTHORIZED MEDICAL CARE.

3.1.8. PERFORMS FOLLOW-UP ON CASE FILE.

3.1.9. REQUESTS PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TESTING RESULT.

3.1.10. PROCESSES MEDICAL BILL CLAIM FROM CIVILIAN MEDICAL SOURCE.

3.1.11. PROVIDES PARAPROFESSIONAL MEDICAL ADVICE TO PATIENT.

3.1.12. DOCUMENTS CASE IN MEDICAL RECORD.

3.2. PERFORMS EMERGENCY/CRASH RESPONSE:

3.2.1. RESPONDS TO ON-BASE EMERGENCY AS DIRECTED BY FIRE DEPARTMENT AND/OR CRASH RESCUE TEAM.

3.2.2. COORDINATES MEDICAL CARE FOR ENTITLED PERSONNEL.

3.2.3. CONSULTS WITH ATTENDING PHYSICIAN REGARDING CARE.

3.2.4. DOCUMENTS INCIDENT.

3.2.5. FILES PATIENT TREATMENT SUMMARY AND DIAGNOSTIC TREATMENT SUMMARY.

3.3. SCHEDULES SPECIAL PURPOSE EXAMINATION. Schedules special purpose exam to include fetal protection program and occupational related examination.

3.3.1. COMPILES AND DISTRIBUTES SCHEDULED EXAM ROSTER.

3.3.2. COMPILES AND DISTRIBUTES DELINQUENT ROSTER.

3.3.3. PREPARES COMPLIANCE RATE REPORT.

3.4. PERFORMS FLIGHT EVALUATION:

3.4.1. RECOMMENDS CONTINUANCE, REMOVAL, OR RETURN TO FLYING DUTY (AF FORM 1042, Medical Recommendation for Flying or Special Operational Duty).

3.4.2. CONSULTS WITH FLIGHT SURGEON.

3.4.3. FORWARDS RECOMMENDATION TO COMMANDER AND FLIGHT RECORDS.

3.4.4. COORDINATES WITH FLYING UNIT REGARDING DISPOSITION OF FLYER.

3.4.5. PREPARES AND UPDATES AF FORM 1041, MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY LOG.

3.5. DISPENSES MEDICATION:

3.5.1. DISPENSES NON-PRESCRIPTION MEDICATION.

3.5.2. DISPENSES PROJECT-U MEDICATION.

4. ADMINISTRATION:

4.1. ADMINISTERS/COORDINATES PHYSICAL EXAMINATION SCHEDULE WITH SUPPORTED UNIT:

4.1.1. PREPARES MEDICAL/DENTAL RECORD.

4.1.2. DOCUMENTS EXAMINATION RESULT.

4.1.3. IDENTIFIES EXAMINATION NO-SHOW.

4.2. ADMINISTERS BASE IMMUNIZATION PROGRAM:

4.2.1. SCHEDULES BASE PERSONNEL FOR IMMUNIZATION.

4.2.2. UPDATES IMMUNIZATION ROSTER.

4.3. ADMINISTERS MEDICAL SECURITY PROGRAM:

4.3.1. PERFORMS FACILITY SURVEY.

4.3.2. MONITORS SECURITY CLEARANCE.

4.4. VALIDATES AF FORM 2583, REQUEST FOR PERSONNEL SECURITY ACTION, FOR BASE POPULATION.

4.5. ADMINISTERS MEDICAL CURRENCY INFORMATION FILE (MCIF):

4.5.1. PREPARES DATA FILE.

4.5.2. PREPARES AF FORM 396, SIGNATURE CARD.

4.5.3. REVIEWS DATA FOR MAJOR COMMAND (MAJCOM) AND UNIT.

4.5.4. POSTS DATA RECEIPT TO INDIVIDUAL AF FORM 396.

4.5.5. FILES DATA.

4.6. MAINTAINS MEDICAL COMPUTER SYSTEM:

4.6.1. ESTABLISHES COMPUTER REQUIREMENT.

4.6.2. PROVIDES COMPUTER TRAINING.

4.6.3. OPERATES COMPUTER REMOTE.

4.7. MAINTAINS MEDICAL/DENTAL RECORD:

4.7.1. FILES DOCUMENTATION IN RECORD.

4.7.2. CREATES NEW MEDICAL/DENTAL RECORD.

4.7.3. RETIRES MEDICAL RECORD.

4.8. CONDUCTS SUPPORTED UNIT INCOMING/OUTGOING CLEARANCE.

5. SELF AID AND BUDDY CARE TRAINING:

5.1. PROVIDES TECHNICAL ADVICE.

5.2. MONITORS TRAINING REPORT.

6. RESOURCE MANAGEMENT:

6.1. MANAGES MEDICAL BUDGET:

6.1.1. DEVELOPS ANNUAL MEDICAL BUDGET ESTIMATE.

6.1.2. RECEIVES FUND ALLOCATION.

6.1.3. PREPARES QUARTERLY FUND DISTRIBUTION.

6.1.4. COORDINATES ADJUSTMENT TO BUDGET.

6.1.5. MONITORS EXPENDITURE.

6.2. MAINTAINS MEDICAL SUPPLY:

6.2.1. DETERMINES ITEM REQUIREMENT.

6.2.2. ORDERS MEDICAL SUPPLY:

6.2.2.1. ORDERS STOCK LISTED ITEM.

6.2.2.2. ORDERS LOCAL PURCHASE ITEM.

6.2.2.3. ORDERS FROM ACTIVE DUTY FACILITY MEDICAL SHOPPING GUIDE.

6.2.3. RECEIVES MEDICAL SUPPLY.

6.2.4. STORES MEDICAL SUPPLY.

6.2.5. MONITORS SUPPLY STATUS.

6.2.6. PERFORMS QUALITY CONTROL.

6.3. MANAGES MEDICAL EQUIPMENT:

6.3.1. DETERMINES REQUIREMENT.

6.3.2. PROCESSES EQUIPMENT REQUEST.

6.3.3. MONITORS STATUS OF EQUIPMENT ON ORDER.

6.3.4. RECEIVES EQUIPMENT.

6.3.5. INSTALLS EQUIPMENT. Arranges for installation or installs equipment in-house.

6.3.6. PERFORMS PERIODIC OPERATOR MAINTENANCE.

6.3.7. COORDINATES MEDICAL EQUIPMENT REPAIR CENTER (MERC) VISIT AND TESTING OF MEDICAL EQUIPMENT.

6.3.8. COORDINATES CIVILIAN CONTRACTOR MAINTENANCE.

6.4. MAINTAINS FIRST-AID KIT. Periodically inspects first aid kit or serviceability, replaces dated item, and re-packs as needed.

6.4.1. INSPECTS AIRCRAFT FIRST-AID KIT.

6.4.2. INSPECTS LIFE RAFT FIRST-AID KIT.

6.4.3. INSPECTS PERSONNEL FIRST-AID KIT.

6.4.4. INSPECTS AIRCREW SURVIVAL KIT.

6.4.5. INSPECTS SHOP FIRST-AID KIT.

7. VISITING UNIT MEDICAL LIAISON:

7.1. ACTS AS MEDICAL POINT OF CONTACT (POC) AT CRTG:

7.1.1. BRIEFS VISITING UNIT BY TELEPHONE PRIOR TO DEPLOYMENT.

7.1.2. ATTENDS PRE-DEPLOYMENT SITE BRIEFING AS CRTC MEDICAL REPRESENTATIVE.

7.1.3. CONDUCTS PRE-DEPLOYMENT AND ACTUAL DEPLOYMENT TOUR OF INSTALLATION:

7.1.3.1. IDENTIFIES ACTIVITY, PROBLEM, OR UNIQUE EMERGENCY PROCEDURE.

7.1.3.2. CONDUCTS TOUR OF AREA MEDICAL FACILITY WITH VISITING MEDICAL PERSONNEL.
Introduces visitor to POC at each facility.

7.1.4. SIGNS OUT/RECOVERS BUILDING AND EQUIPMENT FROM VISITING UNIT.

7.2. CONDUCTS AMBULANCE FAMILIARITY TRAINING AS NEEDED.

7.3. CONDUCTS FLIGHTLINE RESPONSE TRAINING FOR INFLIGHT EMERGENCY

7.4. PROVIDES EMERGENCY FIRST-AID TO VISITING UNIT PERSONNEL

7.5. PROVIDES MEDICAL ESCORT AS NEEDED.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of Standard Indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Medical Services/5810AG			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Medical Services	902X0	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											